BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND

AIR FORCE RESERVE COMMAND
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Operations

AIR FORCE RESERVE EXERCISE AND DEPLOYMENT PROGRAM

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OPR: HQ AFRC/DOOX (Mr. John Rohrbeck)

Certified by: HQ AFRC/DOO
(Col Harry W. Schonau)

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This instruction implements AFPD 10-2, *Readiness*, and AFI 10-204, *Air Force Exercise and Deployment Program*. It outlines the Air Force Reserve Command's policies and procedures on exercise participation and deployments for training.

SUMMARY OF REVISIONS

This revision redefines roles and responsibilities, clarifies guidance and procedures, and incorporates AFRC Omnibus OPORD 01-2, *Reserve Participation In Exercises*.

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Chapter 1

GENERAL GUIDANCE

1.1. Purpose. The Air Force Reserve Command (AFRC) exercise and deployment programs exist to enhance readiness. This instruction outlines procedures for coordinating, planning, executing, and reporting on Reserve unit participation in exercises and off-station training deployments.

1.2. Policy: Basic guidelines for both exercise participation and training deployments include the following:

1.2.1. Air Force Reserve Command off-station deployment activities of all types require Headquarters Air Force Reserve Command (HQ AFRC) advance notification and approval.

1.2.2. As full members of the total force, AFRC must fully support the Air Force's Air Expeditionary Force (AEF) construct. Wings' support of their AEF commitments will be their first priority. Wing Commanders will certify that any proposed exercise or off-station training deployment will not affect the unit's capabilities to meet its scheduled AEF commitments.

1.2.3. AFRC sponsored deployments are not to replace exercise/training programs of the active duty, but to augment those programs where there is a training shortfall. Units are to make every attempt to accomplish their training requirements under the auspices of existing active duty exercises and training programs.

1.2.4. Quality of available training will be the top priority for selection of training opportunities. The number of personnel involved will be kept to the minimum required for effectiveness. Government billeting and transportation will be used to the maximum extent possible.

Chapter 2

EXERCISE PARTICIPATION

2.1. Exercises Sponsored By JCS/USAF/MAJCOMS . The AFRC/DOOX office will attend HHQ-level exercise planning conferences to build awareness among the active duty forces of Air Force Reserve mission capabilities, educate our active duty counterparts about the unique limitations inherent in using Reserve forces in peacetime, and develop opportunities to provide our forces with high quality, realistic training.

2.1.1. Requests for AFRC participation in these HHQ sponsored exercises may come directly through HQ AFRC to be forwarded to the applicable Functional Area Managers (FAMs) for dissemination, or requests may filter up through unit, NAF or FAM points of contact. Before committing forces to participate in a HHQ exercise, the applicable unit, NAF, or HQ FAM will submit a deployment approval request through AFRC/DOOX following the Deployment Review Board (DRB) procedures outlined in **Chapter 3**.

2.2. Exercises Sponsored By Non-HQ Military, Or Non-DoD Agencies. If the request is for individual unit or individual function support and no other significant AFRC participation is anticipated, submit a deployment approval request through AFRC/DOOX following the DRB procedures outlined in **Chapter 3**. If AFRC participation will involve multiple functions, the use of significant AFRC mobility assets, or will require extensive AFRC involvement in the planning process, treat it as an AFRC-sponsored exercise per paragraph **2.3.2.** Examples of these types of exercises would include multi-service medical exercises such as Pacific Warrior, Consequence exercises sponsored by the VA or FEMA, etc. If in doubt as to how to categorize proposed exercise participation, contact HQ AFRC/DOOX.

2.3. HQ AFRC/NAF/Unit Sponsored Exercises. AFRC-sponsored training provides unique opportunities that may not be readily available via active duty-sponsored activities. “Unique” may be tied to specific training scenarios, length of exercise designed for unit reservist availability, time of exercise accommodating unit scheduling, or any other parameters that enable the Air Force Reserve to provide training to unit members that may not otherwise be attainable.

2.3.1. If a planned AFRC-sponsored exercise will involve a single unit, a single functional area, or otherwise limited AFRC resources, submit an informational-only DRB request to AFRC/DOOX.

2.3.2. If a planned AFRC-sponsored exercise will involve multiple functional areas, assets from more than one NAF, or more than three transport aircraft, it must receive concept approval from HQ AFRC prior to initiation of final planning (a minimum of six months prior to proposed exercise start date). This is to enable AFRC to deconflict the proposed exercise with other AFRC commitments, to provide visibility to senior leadership, and to ensure planning is complete and thorough. If in doubt as to whether a proposed exercise meets these criteria, contact AFRC/DOOX for guidance.

2.3.3. Approval Process:

2.3.3.1. Exercise planners will submit exercise plans through XP and command channels to their applicable NAF (if unit or NAF-generated) and HQ AFRC/DOOX for HQ AFRC/CV concept approval a minimum of six months prior to the proposed start date. HQ AFRC FAMs will submit requests to AFRC/DOOX. Submitted requests will include as a minimum:

2.3.3.1.1. Proposed exercise name (must begin with "Patriot" if exercise is sponsored within AFRC).

2.3.3.1.2. Justification and proposed training goals for the exercise.

2.3.3.1.3. Proposed dates and location(s).

2.3.3.1.4. Proposed funding requirements.

2.3.3.1.5. Identification of all AFRC units and number of personnel projected to participate.

2.3.3.1.6. Identification of all non-AFRC organizations, assets, and number of personnel projected to participate. If said personnel or assets are expected to be carried on AFRC aircraft, also provide justification and details of required approvals (i.e., can be approved by AFRC/CC, needs an approved exception to policy from Secretary of Defense, etc. See **http://www.acq.osd.mil/log/tp/milair/milair.html** for guidance, and confirm with AFRC/DOOM).

2.3.3.1.7. A detailed projection of air mobility requirements (numbers and types of aircraft).

2.3.3.1.8. A detailed projection of other required assets and support requirements, including force bed-down arrangements (PERSCO, Services, Communications, TALCE, Medical, Transportation, etc.).

2.3.3.1.9. A detailed projection of proposed command structure (must include an overall mission commander/Director of Mobility Forces and an air operations commander for the air mobility assets).

2.3.3.1.10. Detailed reporting requirements and procedures.

NOTE: The web-based Exercise Concept Request on the DOOX web page, with extensive use of remarks, should provide sufficient data for DOOX to initiate an exercise concept approval.

2.3.4. AFRC/DOOX will:

2.3.4.1. Review proposed exercise name to de-conflict with other named AFRC exercises.

2.3.4.2. Review the proposed exercise schedule to de-conflict with other proposed/scheduled exercises and real world operations.

2.3.4.3. Coordinate proposed exercise through affected HQ AFRC functional directors and NAF/CCs prior to submitting proposal to AFRC/CV for approval.

2.3.5. AFRC/CV will:

2.3.5.1. Approve/disapprove the exercise concept of operations. If approved, he will designate a lead planning agency (NAF or HQ Functional Directorate).

2.3.6. AFRC/DO will:

2.3.6.1. For exercises approved by AFRC/CV that are scheduled to take place in another theater, DO will send a message to gaining (chopped) OCONUS MAJCOM and theater CINCS noting HQ AFRC support for the deployment initiative and requesting theater sponsorship.

NOTE: Changes. If an approved exercise changes by more than 10 percent in terms of funding required or projected number of personnel participating, or if any additional mobility assets (airlift or tanker support) are required, the exercise proposal must be resubmitted for re-approval. Other substantial changes

(operating locations, participating units, dates, etc.) do not require exercise re-approval but must be briefed to AFRC DOOX for oversight.

2.3.7. Lead Planning Agency Requirements:

2.3.7.1. Publish an Exercise Plan (EXPLAN) no later than 90 days prior to exercise start date that explains as a minimum:

2.3.7.1.1. Training goals for the exercise.

2.3.7.1.2. Dates and location(s).

2.3.7.1.3. Listing of tasked AFRC participants, and their respective responsibilities.

2.3.7.1.4. Listing of all non-AFRC organizations and assets to be involved, and their respective responsibilities.

2.3.7.1.5. Command relationships.

2.3.7.1.6. Operations requirements, to include detailed flow-plan of projected airlift.

2.3.7.1.7. Theater, Foreign Clearance Guide, and Border clearance requirements (Theater requirements, National entry requirements, Customs, Agriculture, Immigration, etc.).

2.3.7.1.8. Logistics requirements and satisfying arrangements.

2.3.7.1.9. Transportation requirements and satisfying arrangements.

2.3.7.1.10. Security requirements and satisfying arrangements.

2.3.7.1.11. Intelligence requirements and satisfying arrangements.

2.3.7.1.12. Communications requirements and satisfying arrangements.

2.3.7.1.13. Services requirements and satisfying arrangements.

2.3.7.1.14. PERSCO requirements and satisfying arrangements.

2.3.7.1.15. Deployed Command and Control requirements and satisfying arrangements.

2.3.7.1.16. Reporting requirements and satisfying arrangements.

2.3.7.2. Ensure all participating units are included in all phases of the planning process.

2.3.7.3. Designate an Operations Air Mobility Planner. This will be an individual appointed by the NAF providing the majority of the exercise airlift.

2.3.7.4. Designate a Lead Unit for the primary exercise function (ie., medical, aerial port, operations, etc.) when applicable.

2.3.7.5. Coordinate with applicable HQ AFRC functional representatives to ensure all participating units have submitted appropriate DRB requests (should be made NLT 120 days prior to quarter in which deployment will take place). Not later than 45 days prior to exercise start date, lead planning agency needs to confirm all DRB requests have been submitted and approved.

2.3.7.6. Ensure theater notification/approval (for OCONUS exercises) is accomplished NLT 90 days prior to exercise start date, with a follow-up confirmation 30 days prior to exercise start date.

2.3.7.7. Ensure any required support with the theater (for OCONUS exercises) and other active duty organizations is negotiated in a timely manner.

2.3.7.8. Develop a Master Sequence of Events (MSEL) to guide exercise play.

2.3.7.9. Identify a mission commander (for OCONUS deployments, recommend an 0-6 to be appointed as the COMAFFOR).

2.3.7.10. Designate lead/supporting units.

2.3.7.11. Identify and coordinate with NAF POCs.

2.3.7.12. Coordinate with exercise base host to ensure to determine applicable support requirements.

2.3.7.13. Submit monthly updates to HQ AFRC/DOOX on planning progress.

2.3.7.14. Conduct a site survey as required.

2.3.7.15. Conduct a Hot Wash.

2.3.7.16. Provide an after-action report to HQ AFRC/DOOX, primary unit participants and gaining theater MAJCOM//DOX/Reserve Advisor// (if applicable).

2.3.8. Headquarters AFRC/DO will:

2.3.8.1. Coordinate exercise concept approval through affected HQ functional directorates and NAF/CCs. (DOOX).

2.3.8.2. De-conflict HQ AFRC or Reserve NAF-sponsored exercises with other exercises and real world operations. (DOOX).

2.3.8.3. Review submitted exercise plans for overall supportability. (DOOX).

2.3.8.4. Assist HQ AFRC Functional Directorates with identifying an Operations planner to assist with their air mobility requirements planning. Normally, this individual would be from the Plans shop of the NAF providing the majority of the airlift. (DOOX).

2.3.8.5. Collect and review monthly planning updates from the lead planning agency, monitor planning progress, and advise senior leadership of notable problems. (DOOX).

2.3.8.6. Maintain responsibility for OCONUS execution management for deployment and redeployment of transportation assets. (DOOM).

2.3.8.7. Ensure Mission Identifiers have been issued and loaded in GDSS in coordination with the exercise air mobility operations planner.

2.3.8.8. Second Air Operation Squadron (2 AOS) will provide execution management for ACC-gained assets.

2.3.8.9. Initiate recovery operations for stranded missions requiring additional AFRC assets (DO).

Chapter 3

EXERCISE AND/OR DEPLOYMENT REVIEW PROCESS

3.1. Criteria for Deployment Review Board (DRB) Process. HQ AFRC and Reserve NAFs, wings and units are considered to be conducting or supporting a deployment, and must comply with all requirements and reports of this instruction (i.e., Deployment Review Board approvals, informational copies, etc.) when any of the following apply:

3.1.1. Employment participation in named exercises or GMAJCOM training events (example: Red Flag, Silver Flag Alpha, Joint Readiness Training Center (JRTC), National Training Center (NTC), Medical Red Flag, Blue Flag, Air Warrior, en route program, etc.).

3.1.2. Any operations with any foreign nationals.

3.1.3. Joint Operations. Operations with units or personnel from one or more of the other U.S. services. This does not include routine operations (i.e., joint airborne air transportability training (JA/ATT), close air support (CAS), dissimilar air combat training (DACT), and air-to-air refueling).

3.1.4. Requires AFRC commercial funds.

3.1.5. Requires AFRC supplied airlift (organic or Special Assignment Airlift Mission <SAAM>).

3.1.6. Deploying to OCONUS location(s).

3.1.7. Units participating in a "Named Exercise" as part of a JA/ATT should send notification to the NAF and HQ AFRC/DOOX. The notification will be submitted not later than two weeks prior to departure via email or fax and should include as a minimum:

3.1.7.1. Exercise Name.

3.1.7.2. Supporting Wing.

3.1.7.3. Dates of Participation.

3.1.7.4. Planned Support.

3.1.8. JA/ATT missions approved by AMC/TACC and AFRC/DOOM are normally for CONUS locations. In certain situations an OCONUS JA/ATT will be approved by the DRB depending on the training to be received. If a unit desires to participate in an OCONUS JA/ATT the following procedures apply:

3.1.8.1. All OCONUS JA/ATT missions will be approved through the NAF and AFRC/DOOX.

3.1.8.2. A staff summary sheet will be used to facilitate the approval process. Examples can be found on the HQ AFRC web site on DOOM web page.

3.1.9. If Foreign Troops will be participating in the JA/ATT mission, the Foreign Troop Staff Summary Sheet will be used. Due to the additional signatures required, ensure enough lead-time is given. The wing is responsible for obtaining all necessary approvals required for the mission. The wing will forward a copy of the Staff Summary to HQ AFRC/DOOM no later than two weeks prior to mission departure.

3.1.10. Video Teleconferencing (VTC) briefings may be required by the NAF for OCONUS deployments. The lead-time for the VTC (if required) is three weeks prior to mission departure or per NAF directives.

3.1.11. Since Reserve deployments and training activities have a high interest at several levels of government and military echelons, submit and annotate, "For Information Only," in the comment box on the request form for **all other types** of deployments that do not fit the criteria's stated above.

3.2. DRB Review Process.

3.2.1. Deployment Review Group (DRG). The DRG is chaired by the AFRC Director of Operations (AFRC/DO) or his designee and consists of representatives from each HQ AFRC functional area, plus an advisory member from HQ AFRC/DOOM and HQ AFRC/FMAR who review proposed exercises and off-station training deployments. The DRG:

3.2.1.1. Reviews all proposed training and deployment requests to ensure compliance with AFRC guidance and provides information to both the financial working group (FWG) and airlift allocation process.

3.2.1.2. Meets the first week of each quarter to review off-station training requests submitted for the following quarter through the remainder of the fiscal year and provides recommendations to the DRB.

3.2.2. Deployment Review Board. Consists of HQ AFRC directors and heads of special staff agencies, and is chaired by AFRC/CV with the AFRC/DO as Office of Primary Responsibility (OPR). Appropriate field representatives may attend at the invitation of the AFRC/CV. Numbered Air Forces may send representatives to both the DRG and DRB as desired. The DRB:

3.2.2.1. Establishes command policy for exercises and off-station training that complement and maximize readiness training within fiscal constraints.

3.2.2.2. Approves/disapproves deployment requests previously screened by the DRG.

3.2.2.3. Normally, the board meets the third week each quarter to review off-station training requests submitted for the following two quarters.

3.2.3. DRG/DRB notifications and approvals are required to provide HQ AFRC with the necessary information for reserve training deployments and exercises. The process aides in the verification of the required unit training, mobility, solidification of the range costs, special contracting, or funds to support other unique movements. Combined, HQ AFRC can track/log and assist units while deployed to successfully maintain and improve preparedness of the Air Force Reserve resources and personnel.

3.2.4. The following schedule will ensure on-time deployment requests are delivered to HQ AFRC OPRs to permit proper processing of the forms and programming into the Single Mobility System (SMS) prior to the DRG for both DRG/DRB consideration:

Deployment Dates	**Request to AFRC NLT**
1 Oct - 31 Dec	3 Jun
1 Jan - 31 Mar	3 Sep
1 Apr - 30 Jun	3 Dec

Deployment Dates	Request to AFRC NLT
1 Jul - 30 Sep	3 Mar

3.2.5. DRB Approval. Approval must be obtained for any deployment and/or exercise that meets any of the criteria(s) listed under paragraph **3.1.** of this instruction. Submit all other deployments to the AFRC Functional OPR and annotate, "For Information Only," in the AFRC DRB database comment box. AFRC Deployment Review Board Requests (AFRC Form 146) located at the HQ AFRC Restricted Website on DOOX web page. AFRC must arrive at HQ AFRC 120 days prior to the scheduled quarter of movement allowing ample time for HQ AFRC Functional OPR's to review and prepare request(s) for clarity and validity. ***Note**: Wing XP offices must coordinate with and allow ample time for the NAF to forward requests to AFRC Functional OPRs 120 days prior to the quarter of movement during which the deployment will take place.* The following processes establish the information required for the DRG/DRB:

3.2.5.1. In-Cycle DRB Approval. Deployment requests will be routed through the respective group commander, Wing Plans (WG/XP), and Commander (prioritize)(WG/CC), in turn, for approval. See **Attachment 2** for Deployment Request Flowchart.

3.2.5.2. Out-of-Cycle DRB Approval. Deployment requests that are not submitted by the designated 120 days deadline are submitted as Out-of-Cycle. **Out-of-Cycle Requests should be very infrequent, resulting from unavoidable last minutes changes, and not as a substitute for inadequate planning.** See **Attachment 3** for the Out-of-Cycle Request Flowchart.

3.2.5.3. Information Only Deployment Requests. Deployment requests that are directly related to unit training, approved by the Wing/CC, and not requiring organic airlift (organic airlift – any AFRC aircraft, including own unit's aircraft) or HQ AFRC funding, do not have to go through the DRB process. However, a request should still be submitted via the website listed in **2.3.3.1.10.** *Note*, with "Information Only" in the remarks section. This must be completed a minimum of 30 days prior to the deployment.

3.2.6. Changes to approved deployments that affect only dates do not require out-of-cycle approval. Coordination must be made with the HQ AFRC functional OPR, DOOX, and DOOM to ensure all databases including SMS are realigned for scheduled airlift support consideration.

3.2.7. Changes to approved deployments that increase the costs associated with the deployment do not require out-of-cycle approval provided the increase is not more than 10 percent of the original PAX or approved commercial allocation. A change that increases the number of airlift or tanker aircraft regardless of the number of additional aircraft needed will require re-approval. Coordination with HQ AFRC functional OPRs is mandatory and will ensure the appropriate databases are updated. New deployments and/or requests to amend previously approved deployments that exceed the 10 percent plus-up non-consideration factor must be processed as an out of cycle staff summary sheet originated at the unit level with coordination through the Unit/CC, WG/XP, WG/CC, NAF/Functional POC, NAF/XP and approval from the NAF/CC. On approval at the NAF level, the NAF/CC forwards concurred requests to the AFRC functional manager with an info copy to HQ AFRC/DOOX. The AFRC functional manager will review the request and forward for coordination to the appropriate HQ branch chief, division chief, functional director, DOOX, DO, and CV in turn for final determination.

3.2.8. The AFRC/DO or his designee as the Chairman, DRG, may approve routine out-of-cycle deployment requests. Deployments that deviate from standard deployment guidelines will be forwarded to the AFRC/CV.

3.2.9. The AFRC Functional OPR must forward notification of approvals/disapprovals following the DRB to the appropriate NAF functional POC. Programmed deployment approvals can be accessed through the Single Mobility System (SMS) located on the same web site stated in paragraph **2.3.3.1.10.** *Note*. All original deployments and out of cycle requests programmed in SMS that are disapproved will be identified in the remarks section of the individual action and flagged as "canceled".

3.3. Planning Guidelines:

3.3.1. Guidance. Units must use priorities for scheduling deployments. When considering the scheduling and planning of off-station training deployments, consider the following factors: existence of a statutory requirement for projected training (ie., Civil Engineers going to Silver Flag, etc.), effect of training on a unit's SORTS status, quality of training offered by requested deployment, availability of equivalent or better training at a closer location, cost of commercial funds if organic airlift is not available or recommended, and availability of government billeting and ground transportation.

3.3.1.1. Non-AFSC specific training should be coordinated with the host MAJCOM and base hosting the deployment. Valid training deployments for wartime mobility UTCs are of the utmost importance for unit readiness.

3.3.1.2. When reviewing overseas locations for annual training, planners should consider theater commander and gaining command policies regarding deployments to their theaters and the cost of transportation both in terms of necessary flying hours, and/or commercial air travel.

3.3.2. Objectives. Commanders should have specific objectives to achieve when planning exercise participation and/or training deployments. To assist in developing these objectives, results of recent inspections, after-action reports from previous deployments, review of mission capability statements, and higher headquarters guidance should be reviewed.

3.3.3. Relevancy. NAFs will ensure unit exercises prepare units to master their OPLAN tasking. Units may participate in exercises not relating to OPLAN tasking as long as such exercises give units meaningful training.

3.3.4. Joint Exercise Management Program (JEMP). JEMP reflects the JCS exercise schedule. The schedule lists the type of forces required to support the various exercises. Unit planners are encouraged to review this schedule for opportunities to participate in exercises that best meet unit-training needs. Whenever possible, Air Force or lower priority exercises should be adapted to fit the CJCS schedule.

3.3.5. Military Personnel Flight (MPF) Personnel Deployment Function (PDF)/Personnel Readiness Function (PRF).

3.3.5.1. All deploying personnel must process with one of these agencies. Deploying personnel must contact their MPF Personnel Readiness function immediately upon notification of deployment approval.

3.3.5.2. The PDF/PRF will provide the senior member of each group with a common destination PERSONNEL ACCOUNTABILITY KIT (PAK). The senior member must be instructed to locate the servicing PERSCO team or MPF and deliver the PAK immediately upon arrival at the

deployed location, as outlined in AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*.

3.3.5.3. The PAK will contain the following:

3.3.5.3.1. One copy of the Contingency Exercise and Deployment (CED) order with a complete SSN for deploying individual(s). Stateside deployments do not necessarily require CED orders; so the choice is left to the wings.

3.3.5.3.2. An AF Form 245, Employment Locator and Processing Checklist, (two copies) for each person.

3.3.5.3.3. A securely packaged, 3 ½ inch diskette with deployment records for groups of 10 or more deploying to the same location.

3.3.6. Priorities. Priority for organic airlift support and/or AFRC funded and procured transportation is aligned with the rank priorities listed in **Table 3.1.** of this instruction.

Table 3.1. Transportation/Funding Rank Priorities.

A1 - Deployment to support a real world operation on voluntary basis, Presidential Recall/ mobilization not in effect and HQ AFRC provided airlift is required. **A2** - Joint Chiefs of Staff exercises. **A3** - Theater CINC-sponsored formal exercises/activities. **A4** - HQ USAF sponsored exercises/activities, or formal skills training courses required by USAF or higher directive to maintain unit readiness. **A5** - Exercises/activities sponsored by other services or departmental level federal agencies. **A6** - Defense Agency exercises/activities.
B1 – MAJCOM sponsored formal exercises, activities, or courses involving joint/combined training. **B2** – MAJCOM sponsored formal exercises/activities/courses involving USAF assets. **B3** – Support for MAJCOM exercises, training schools/courses, and other activities, including IG support. Also, any mutually beneficial formal or informal training activity agreed between HQ AFRC and another MAJCOM that provides skill training critical to unit C-Level.
C1 - Deployment essential to maintain unit readiness and training is not available at home station. **C2** - Deployment designed to prepare for or facilitate an off-station inspection (deployed Operational Readiness Evaluation (ORE)/Operations Readiness Inspection (ORI). **C3** - Deployment designed to enhance training, not critical to the unit's C-Level.

3.3.7. Concept. Train the way we fight. Plan exercises and training activities to reflect the real world. Emphasize training as a means to achieve maximum readiness while employing prudent resource management practices.

3.3.8. Each wing must coordinate, develop, and implement a Wing Deployment Review Board Program in order to properly manage and approve the wing/unit schedule of exercises and training deployments.

3.3.8.1. Ensures compliance with all applicable local and HQ AFRC directives and standards.

3.3.8.2. Aides in developing a long-range plan to increase the effectiveness, efficiency, and quality of training opportunities.

3.3.8.3. Accurately manages planned deployments and exercises in the proper timing for airlift support, funding requirements, and NAF and AFRC support and approvals.

3.3.9. Coordination**.** The WG/XP office serves as the central deployment coordinator for all exercise and off-station deployment events. Submit request form(s) with justifications through the WG/XP office for WG/CC approval. The WG/XP office forwards unit prioritized requests to the NAF XP(for flying unit deployments)/NAF functional counterpart of the organization requesting training. The NAF prioritizes all unit requests and forwards to the appropriate HQ AFRC functional area manager. The HQ function reviews NAF input and programs all deployments in SMS. DOOX extracts all functional deployment data from SMS and compiles a comprehensive listing for DRG review/consideration.

3.3.9.1. Numbered Air Force Exercises. Reserve NAF exercises should be scheduled in such a way that there is no more than one exercise per year for all NAFs and will not conflict with AEF deployments. Ideally, the exercises will be on an alternating basis. Coordination of AFRC organic airlift with HQ AFRC/DOOM and the Reserve NAF managing airlift assets during the initial planning stages is essential.

3.3.9.2. Flying Unit Requests. Flying unit deployment requests are sent from the WG/XP office to the NAF plans (XP) function. The NAF prioritizes, consolidates the requests and forwards with recommendations for approval/disapproval to HQ AFRC/DOOX not later than 30 days prior to the quarterly DRG meeting.

3.3.9.3. Aerial Port. Primary responsibility for obtaining primary and secondary training locations, prioritizing deployments, and consolidating the aerial port unit schedules rests with the NAF/DON. Final scheduling is accomplished at the annual scheduling workshop held during the second quarter of each fiscal year and hosted by HQ AFRC/DON.

3.3.9.4. Aeromedical Evacuation (AE) units. AE units requiring airlift support must submit requests through local operations, NAF/DO/XP, to HQ AFRC/SGXO.

3.3.9.5. Logistics and Other Support Units Represented at NAF. Coordinate deployment requests through the NAF OPR. Primary responsibility for obtaining training locations, prioritizing deployments, and consolidating the unit schedules rests with the NAF. Final scheduling is accomplished at the annual scheduling workshop.

3.3.9.6. All Medical Groups and Units. Forward deployment requests through WG/XP to the respective Regional Support Group/SG (RSG/SG) to HQ AFRC/SGXO. Deployment requests for the next fiscal year should be forwarded in sufficient time to reach HQ AFRC/SGXO by March 15 of the year prior to the deployment year. Timely submissions ensure adequate processing time to meet the suspense for the Deployment Review Process as described in paragraph **3.2.**.

3.3.9.7. Support Units Not Represented on NAF Staff (Skip Echelon). Obtain wing commander concurrence and coordination prior to WG/XP office forwarding deployment requests. Obtain NAF/CC and AFRC concurrence prior to the DRB. A listing of the functional OPRs is provided in **Attachment 1**.

Chapter 4

RESPONSIBILITIES

4.1. HQ AFRC:

4.1.1. HQ AFRC, when applicable:

4.1.1.1. Provides approval for Reserve sponsored exercise deployments. This will be accomplished by:

4.1.1.1.1. Use of the Deployment Review Group and Deployment Review Board (DRB) processes to gain AFRC/CV approval.

4.1.1.1.2. Formal written approval, designation of a lead (supported) NAF, and identification of supporting NAFs and agencies as required.

4.1.1.1.3. Funding constraints (cost figures) will be specifically defined.

4.1.1.1.4. Funding relationships (funding POCs) will be specifically identified.

4.1.1.2. Deconflict Reserve sponsored exercises with active duty sponsored exercises.

4.1.1.3. Establish an AFRC POC for each exercise and training deployments approved by the DRB.

4.1.1.4. Establish reporting requirements and maintain data submitted in the SMS.

4.1.1.5. Maintain responsibility for OCONUS execution management for deployment and redeployment of transportation assets.

4.1.1.5.1. Prior to operating OCONUS, coordinate the mission through the GDSS with USTRANSCOM TCJ3/J4, the geographic CINC's J-3/J-4, and HQ AMC TACC/XOO/XOC/XOB.

4.1.1.5.2. HQ AFRC/DO authority begins 24 hours prior to the first scheduled mission departure from Aerial Port of Embarkation (APOE) and ends upon the last mission termination at Aerial Port of Debarkation (APOD).

4.1.1.5.3. Second Air Operation Squadron (2 AOS) will provide execution management for fighter assets.

4.1.1.6. Recovery operations for stranded missions requiring additional AFRC assets will be directed by HQ AFRC/DO.

4.1.1.7. In order to ensure Reserve members are trained to meet their wartime mobility tasking, HQ AFRC must ensure that the members deploy to unfamiliar locations in order to practice deployment, employment, and redeployment tasks. While it is the intent of the command to rely most heavily on scheduled training as provided and sponsored by CJCS, Air Force, and GMAJCOMS, this is not always possible. HQ AFRC must develop and sponsor exercise deployments for just such occasions to accomplish Air Force missions and objectives.

4.1.2. Functional OPRs:

4.1.2.1. Program AFRC participation in JCS, Air Force and MAJCOM sponsored exercises and deployments.

4.1.2.1.1. Units are normally programmed on a voluntary basis.

4.1.2.1.2. HQ AFRC may direct participation in a specific exercise and/or to a training location.

4.1.2.2. Task NAFs for exercise support. For units not having a functional presence at the NAF, the tasking is passed to the unit commander with an informational copy to the NAF plans office.

4.1.2.3. Review and prepare deployment request through the deployment review process (DRG/DRB/airlift allocations). Enter deployment proposals into the review process and SMS.

4.1.2.4. Coordinate with HQ AFRC/FMA and DOO, respectively, to administer funds and allocate airlift to facilitate Reserve unit deployments. Priority will be given to real world JCS, Air Force and MAJCOM support according to established priority categories.

4.1.2.5. After DRB meets, update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

4.1.3. HQ AFRC/DOOX:

4.1.3.1. Presents a summary of upcoming deployments to the AFRC Threat Working Group.

4.1.3.2. Provides a member to represent AFRC flying units to the working group.

4.1.3.3. After DRB, reviews the approvals delivered from the Functional OPRs in the SMS and forward to AFRC/DOOM to prepare allocations for airlift support.

4.2. NAFs:

4.2.1. Task units or individuals for exercise support as required (i.e., designate lead/supporting units).

4.2.2. Review all unit deployment requests and prioritize them to ensure unit's readiness requirements are met and forward to AFRC Functional OPRs no later than 120 days from the quarter of movement. After NAF deployment request process is complete, notify unit of NAF decision for off-station deployment and/or exercise participation.

4.2.3. Consolidate proposed training sites and dates by unit type and gaining command, conduct a site survey (as required), and forward all information to HQ AFRC functional OPR.

4.2.4. Supporting NAF must assist lead NAF (as required) and identify supporting units.

4.2.5. Ensure copies of appropriate exercise or training plans and unit OPORDs are forwarded to HQ AFRC OPR to arrive before the start of the exercise, if applicable. The plan must explain as a minimum the training goals of the exercise and other NAF participation (as required). NAFs may waive the requirement for a training/exercise plan or OPORD for deployments or exercises not requiring DRB approval.

4.2.6. Ensure all participating units, NAF, and HQ AFRC are included in all phases of the planning process.

4.2.7. Ensure any required support with the theater (for OCONUS exercises) and other active duty organizations are negotiated and Rules of Engagement (ROE) are established.

4.2.8. For OCONUS multi-NAF deployments, provide a mission briefing covering the complete scope of participation, including deployment, employment, and redeployment, to lead NAF commander and HQ AFRC/DO.

4.2.9. Ensure copies of after-action reports or end-of-tour reports are completed by all units involved in approved exercises and/or training deployments and forwarded to HQ AFRC functional OPRs no later than 30 days following the end of deployment.

4.2.10. Conduct a Hot Wash to obtain lessons learned and forward minutes to HQ AFRC and units involved.

4.3. Wing Commanders:

4.3.1. Wing commanders prioritize and approve appropriate unit requests for annual tours (AT) and special tours, deployments, and exercises before the WG/XP office submits Informational Copy, In-Cycle and Out-of-Cycle Deployment Request Form(s). To ensure that the most important deployment requests receive the highest priority for support, Wing Commanders need to fully evaluate Wing deployment requests and forward them through the NAF/XP to HQ AFRC/DOOX in one package in prioritized categories for each quarter.

4.4. Wing XPs:

4.4.1. Submit deployment requests (WG/CC approval) allowing NAF review, coordination and approval prior to forwarding to AFRC Functional OPRs 120 days prior to the quarter of movement during which the deployment will take place.

4.4.2. Ensure wing provides NAF and HQ AFRC/DOC with name, organization, and DSN of the mission commander not later than 7 days before the deployment. Additionally, flying units will enter appropriate data in Global Decision Support System (GDSS) or Command and Control Information Processing System (C2IPS).

4.4.3. For commercial transportation, submit a memorandum to HQ AFRC functional OPR not more than 60 days prior to deployment for release of approved funds after notification of non-support from organic assets.

4.4.4. Prepare an appropriate training or exercise plan/OPORD, if applicable, and forward a copy to the NAF (units having a functional presence at the NAF) and/or HQ AFRC functional OPR (see **Attachment 1** for a list of OPRs).

4.4.5. Obtain NAF approval in addition to HQ AFRC Functional OPR mission/training value validation and DRG/DRB approval prior to coordinating with other MAJCOMs, foreign national host, embassies, and wings/units.

4.4.6. Obtain approval of exercise nicknames from HQ AFRC/DOOX. In order to distinguish Air Force Reserve exercise names from those used by other organizations, exercise names will begin with the title, “PATRIOT.” Care should be used to ensure exercise names are not offensive and that they are not easily confused with other military operations or exercises.

4.4.7. Coordinate with units for requests to change or cancel scheduled JCS/MAJCOM exercise participation via message through AFRC functional OPR for AFRC/CV approval. Cancellation requires appropriate justification and as much advance coordination as possible. Requests should be sent a minimum of 90 days prior for MAJCOM exercise and 120 days prior for JCS exercises.

4.4.8. Coordinate with Wing FM and unit to assist in budgeting sufficient unit funds to cover reserve personnel appropriation (RPA) requirements (pay and allowances, per diem, and transportation excluding HQ AFRC-funded SAAM or commercial transportation for unit deployments). Funding to support commercial transportation for unit deployments is budgeted for and allocated by HQ AFRC/FMAR when approved by the DRB and subsequently requested by the deploying unit through the HQ AFRC functional OPR after confirmation that organic airlift has been requested and is not available no earlier than 60 days prior to deployment.

4.4.9. Coordinate with AFRC functional OPR on deployment requests to alleviate possible confusion in communication channels for DRB results.

4.5. Mission Commander/Team Chief:

4.5.1. Attend exercise planning conferences, as necessary.

4.5.2. Identify RPA fund requirements and coordinates with unit budget officer.

4.5.3. Identify deployment manning document shortfalls to the appropriate coordination/planning agency at least 60 days before the exercise starts. All correspondence in this area should include NAF/XPO, HQ AFRC/DOOX, and Functional OPRs and wing XP as addressees.

4.5.4. Notify the NAF functional OPR (for units with a functional presence at the NAF) or the HQ AFRC functional OPR (for units without a functional presence at the NAF), through channels, if airlift capability is not confirmed 30 days before deployment.

4.5.5. Brief all deploying team members on, and ensure compliance with, information received pertaining to threat levels, security conditions, rules of foreign countries or states in CONUS, and all restrictions to off-limits areas, food, travel, and clothing. Ensures all individuals deploying overseas receive a current intelligence briefing for that area.

4.5.6. Ensure overseas port calls are requested as outlined in AFI 24-101, *Passenger Movement.*

4.5.7. Submit airlift and commercial transportation requests to include projected commercial travel costs. This information should be available through the local commercial ticket office or TMO office.

4.5.8. Accomplish exercise reporting according to AFRCI 11-201, Chapter 5, *Flight Operations*, and this instruction.

4.5.9. Submit after-action reports or end-of-tour reports within 30 days of return to home station. Include HQ AFRC/DO/DOOX/HO and NAF and AFRC functional OPR in after-action/end-of-tour report distribution. **Attachment 1** lists the appropriate AFRC OPR. The report as a minimum must include:

4.5.9.1. Total number of deployed officer and enlisted personnel and home station designation.

4.5.9.2. Training location and dates.

4.5.9.3. Mode of transportation to all locations in the deployment.

4.5.9.4. AFRC cost for off-base lodging (unit funded, if required).

4.5.9.5. Specific training accomplished in each functional area.

4.5.9.6. Number of personnel trained in each area.

4.5.9.7. Specify workload handled, equipment, number and types of aircraft, etc.

4.5.9.8. Problems or areas of concern.

4.5.9.9. Signature of Mission Commander/Team Chief.

4.5.10. Identify and coordinate required logistics and base support (billeting, messing, transportation, etc.). When units deploy away from home station, contract quarters will be acceptable lodging only under the following conditions:

4.5.10.1. If the host unit requests the team perform the annual tour on station, the host must pay the difference in cost between the on-base and the contract rate and the per diem difference.

4.5.10.2. If the host has not stated a need for the unit/team to train on station, the Reserve unit performing the tour must pay the difference between base quarters and contract quarters and the per diem rate. If the unit is unable to absorb the additional cost, the request for additional funding must be submitted through the wing commander and wing FM for support.

4.6. Lead Unit:

4.6.1. Activate Command & Control/Planning Cell (as required) and coordinate actions with mission commander(s).

4.6.2. Source Deployment Resources Manning Document (DRMD) and equipment requirements in coordination with supporting units.

4.6.2.1. Determine and coordinate all logistic support requirements (e.g., billeting, messing, and contracting, etc.).

4.6.2.2. Initial mission commander should come from lead unit.

4.6.3. Identify shortfalls to lead NAF, when required.

4.6.4. Develop a unit level OPORD with reference to this planning document and send a copy to the lead NAF, when required.

4.6.5. Submit Deployment Review Board and Mobility Allocation Requirements through WG/CC, WG/XP office, and NAF channels, as required.

4.6.6. Conduct a site survey, as required.

4.6.7. Provide ADVON team, as required.

4.6.8. Designate a single POC for coordination with NAF, HQ AFRC, and mission commanders, as applicable.

4.6.9. Maintain accountability of deployed equipment.

4.6.10. Provide deployment reports to lead NAF, when required.

4.6.11. Coordinate all non-organic airlift requirements with higher headquarters (HHQ), as applicable.

4.6.12. Coordinate all organic airlift requirements with supporting units, as applicable.

4.6.13. Ensure people and equipment are properly briefed, prepared, and accounted for upon departure from home-station.

4.7. Supporting Unit:

4.7.1. Provides mission ready personnel and equipment as tasked.

4.7.2. Maintains accountability of deployed equipment.

4.7.3. Coordinates all airlift requirements with lead unit.

4.7.4. Provides reports as required to lead unit/NAF, when required.

4.7.5. Ensure people and equipment are properly briefed, prepared, and accounted for upon departure from home-station.

4.8. Deployed Forces:

4.8.1. Accomplish tasked mission under direction of mission commander.

4.8.2. Manage deployed personnel and equipment.

4.8.3. Coordinate logistics support requirements with the host.

4.8.4. Maintain liaison with host unit and lead NAF as required.

4.8.5. Coordinate rotation schedule with lead unit/NAF, as required.

4.8.6. Coordinate/accomplish roll-up plan when required.

4.8.7. Coordinate redeployment airlift requirements and flow.

4.8.8. Submit after-action reports to Mission Commander(s) that must be forwarded to NAF/AFRC Functional OPRs.

Chapter 5

ANNUAL TOUR WAIVER AUTHORITY

5.1. Annual Tour (AT):

5.1.1. NAF/CC may authorize AT up to 17 days and AFRC/CV may authorize AT up to 20 days (excluding authorized travel time) to support training requirements. Once approved, no additional waiver authority is required. The Single Mobility System (SMS) is an official source document for reflecting these authorized extensions.

5.1.2. If transportation difficulties require a unit to extend a deployment up to 20 days including travel, no further action is required. For example, arranged transportation (organic or commercial) breaks down and the deployment will extend beyond the normal 15 day annual tour length; the annual tour may be extended in lieu of cutting special tour manday orders.

5.1.3. Process the extensions that have not been approved by the DRB according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, Table 1.1, Note 5.

Chapter 6

FUNDING

6.1. Funding:

6.1.1. RPA funding is provided by the participating unit for JCS, AF, and/or HQ AFRC tasked exercise participants. DRB approved commercial transportation costs are funded by HQ AFRC/FMA.

6.1.2. MAJCOM exercise requests exceeding the USAFR annual tour capability and the unit's capability to support with RPA funding must be military personnel appropriation (MPA) funded by the MAJCOM to ensure participation. Additionally, USAFR participation to support a MAJCOM test must be MPA funded by the appropriate MAJCOM/agency.

6.1.3. DRB approved commercial transportation costs are paid by RPA funds and are provided by HQ AFRC/FMAR. After verification that AFRC owned airlift is not available, and no earlier than 60 days prior to deployment, the unit immediately submits a funding request for commercial travel/transportation reimbursement through the servicing FM and the wing commander (for information) before submitting to the HQ AFRC functional OPR. The unit works with the local traffic management office to make commercial travel arrangements, both domestic and international. Requests should include deployment location, number deploying, deployment dates, cost per individual, and total commercial costs.

6.1.3.1. After receiving the request for funds, the AFRC functional manager verifies the commercial transportation request against the approved DRB listing and forwards the request to HQ AFRC/FMAR. HQ AFRC/FMAR calls/emails the receiving base to notify the unit FM of the forthcoming adjustment to the current funding document. At this point, HQ AFRC/FMAR allocates the funds to the applicable unit FM. The unit should have orders published using the authorized fund cite obtained from the servicing FM.

6.1.3.2. Commercial funds will not be obligated as a backup to AFRC owned airlift until after the allocations conference and the request are unfilled. Unless otherwise authorized, commercial funds should not be obligated any earlier than 30 days or the last UTA prior to deployment.

Chapter 7

ADDITIONAL FUNCTIONAL GUIDANCE

7.1. Military Airlift Force (MAF) Flying Units:

7.1.1. Flying unit deployment requests or notifications must be submitted through channels to WG/CC/XP, NAF/DO/XP and HQ AFRC/DOOX, respectively, when a mandatory DRB notification has been determined from Paragraph **3.2.3.** guidelines. Self-deploying CONUS movements do not always require DRB approval, but the data on the deployment should be submitted to the NAF and HQ AFRC to appraise the AFRC/CC/CV and staff of unit activities and provide data for command historical records. Refer to Paragraph **3.1.10.** for OCONUS movement.

7.1.2. Interfly during exercises must be approved by HQ AFRC/DO, unless, there is a standing formal agreement between the other command and HQ AFRC. Check with HQ AFRC/DOT to validate the status of interfly agreements. Interfly is defined as filling crew positions in AFRC aircraft (single place or multi place) with other than AFRC personnel.

7.1.3. Fire protection and rescue services for exercises involving aircraft are required. Vehicles and personnel for these services may not normally be available at other than USAF installations. Coordinate fire protection and rescue requirements with HQ AFRC/CEXF.

7.1.4. The lead unit for all preplanned flying unit deployments (where support packages are included in addition to aircraft and crews) will present a predeployment briefing to their respective NAF/CC. Normally, the senior commander participating in the deployment presents the briefing. A member of the HQ AFRC/DO staff will monitor the meeting, normally, being conducted using the T-Net. If T-Net is not available or impractical due to certain circumstances, another means agreed by the NAF/CC and the HQ AFRC/DO representative may be used with prior coordination.

7.1.4.1. Selection of the briefing officer is at the discretion of the local unit. However, all functional areas within the unit necessary to answer questions concerning the deployment briefing should be present at the T-Net briefing. Give the briefing after all planning has been completed, but far enough in advance of deployment (approximately 30 days) to permit inclusion of special guidance or changes desired by the NAF/CC.

7.1.4.2. The NAF/XP provides the format for the briefing to the lead unit based on the current benchmark briefing for the type of deployment being briefed. The NAF/CC and AFRC/CV coordinate any desired changes to the benchmark-briefing format with the NAF/XP following the briefing.

7.1.4.3. It is the responsibility of the lead unit to coordinate the T-Net briefing date and time with the offices of the NAF/CC/XP and HQ AFRC/DO representative only. Additional personnel from the NAF and HQ AFRC may attend at the discretion of the NAF/CC. For scheduling purposes, the lead unit will make arrangements to provide the briefing as soon as the major portion of planning for the deployment has been completed or approximately 30 days prior to the deployment, whichever occurs first.

7.1.4.4. Following the briefing, the lead unit sends an electronic copy of its contents (slides and script) to the NAF/XP and HQ AFRC/DOOX for distribution within the headquarters. Update the briefing slides to reflect any changes to the deployment that has been completed or approximately 30 days prior to deployment, whichever occurs first. This briefing requirement applies to all pre-

planned participation in all contingency operations and OCONUS exercise deployments to include Global Power and SOUTHCOM DFT missions according to Paragraphs **3.1.10.** AFRC/CV may waive the predeployment briefing requirement for small deployment packages on a case-by-case basis. Waiver of the briefing requirement does not waive the requirement for the lead unit to send the deployment details to HQ AFRC/DOOX.

7.1.4.5. The following routine, non-exercise rotational OCONUS taskings are exempt from the formal briefing requirement: Keflavik Alert (KC-135 and HC-130) and NATO AWACS Support. Units participating in these events must, at a minimum, ensure that their NAF and HQ AFRC/DOOX have been notified of who the mission commander is for each rotation. HQ AFRC/DOOX will, in turn, inform the AFRC/CV through normal staff channels on a periodic basis. Units participating in these events provide, in writing, the following to their NAF/XP and HQ AFRC/DOOX no later than 30 days prior to deployment:

7.1.4.5.1. Mission Commander's name and rank.

7.1.4.5.2. Mission Commander Qualifications. Explain briefly why this individual is highly qualified to perform this duty and previous experiences.

7.1.5. Ensure Mission Commander(s) adhere to the following guidelines stated under Paragraph 2.6.

7.1.6. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.2. Combat Air Forces (CAF) Flying Units:

7.2.1. CAF Flying unit deployment requests or notifications must be submitted through channels to WG/CC/XP, NAF/DO/XP and HQ AFRC/DOOX, respectively, when a mandatory DRB notification has been determined from Paragraph **3.2.5.** guidelines. Self-deploying CONUS movements do not always require DRB approval, but the data on the deployment should be submitted to the NAF and HQ AFRC to appraise the AFRC/CC/CV and staff of unit activities and provide data for command historical records. Refer to Paragraph **3.1.10.** for OCONUS movement.

7.2.2. Flying by active duty ACC or other MAJCOM crewmembers in AFRC CAF aircraft during exercises and deployments is governed by AFI 11-401, AFRC Sup 1, paragraph 1.10.1.1, and will forward requests for others to AFRC/DOT for approval. Some exercise OPORDS may require units to fly active duty personnel assigned to the exercise staff. The details of who will fly and the number of sorties will be addressed in pre-deployment planning. If an agreement cannot be reached between the exercise staff and the deploying unit, the 10AF/DO will negotiate the details and forward to AFRC/DO.

7.2.3. Fire protection and rescue services for exercises involving aircraft are required. Vehicles and personnel for these services may not normally be available at other than USAF installations. Coordinate fire protection and rescue requirements with HQ AFRC/CEXF.

7.2.4. 10AF wings will keep the 10AF/DO informed when units plan to conduct deployments by ensuring the 10 AF/DO is an addressee on DRG/DRB approval requests, as well as, MI forms for deployments that do not require approval. The 10AF/DO/XP are required to coordinate for pre-deployment briefings. This may require units to inform the 10AF/DO/XP of deployments prior to the deadline for MI worksheets to meet the 30-day briefing goal. Units should e-mail the 10AF/DO/

XP with deployments dates, location, number of aircraft and purpose in advance of the 30-day deadline to ensure briefing coordination is accomplished.

7.2.5. The lead unit for all CAF flying unit deployments that required DRG/DRB approval will present a pre-deployment briefing to the 10AF/CC. Briefings for all other deployments will be at the discretion of the 10AF/CC after unit coordination with 10AF/DO/XP.

7.2.6. Briefings will normally be given by T-Net after all planning is done, but should be done 30 days prior to deployment. 10AF/XP will coordinate briefing time, date and attendance, but the briefing unit is responsible to arrange for T-Net usage. If the T-Net is not available or impractical due to circumstances, another means such as conference call agreed to by the 10AF/CC will be used.

7.2.7. Representatives of the 10AF/DO and XP staffs will attend the briefing. Representatives of the AFRC/DO staff will be invited to monitor the briefing. Selection of the briefing officer is at the discretion of the local unit. However, all functional areas within the unit necessary to answer questions concerning the deployment briefing should be present.

7.2.8. The 10AF/XP provides the format for briefings that required DRG/DRB approval based on the current benchmark briefing for the type of deployment being briefed. Most briefings will be Powerpoint-based. Powerpoint presentations should be sent to 10AF and AFRC attendees the day prior to the briefing to allow time for paper copies to be produced and distributed. The format for other deployment briefings will be at the discretion of the 10AF/CC after unit coordination with 10AF/DO/XP.

7.2.9. The 10AF/CC may waive briefings entirely for small, routine deployments or may require in-depth briefings on deployments that did not require DRG/DRB approval. It is critical that units confirm their briefing requirements with 10AF/DO/XP as soon as deployment planning is complete, but prior to 30 days before deployment. Other than briefings on deployments that required DRG/DRB approval, units may be required to present a briefing if:

7.2.9.1. The deployment involves a third or more of the unit's fighter Possessed, Authorized, and Assigned (PAA) to include Backup Aircraft Inventory (BAI).

7.2.9.2. The deployment is more than 5 days.

7.2.9.3. The deployment involves the first time deployed employment of new equipment or tactics or they are new to a majority of unit personnel.

7.2.10. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.3. Aerial Port Units:

7.3.1. Unit deployment and exercise requests must be first routed through and coordinated with the WG/XP office and WG/CC.

7.3.2. Implement necessary deployment requirements according to AFRCI 24-101, *Reserve Aerial Port Program, Chapter 2.* All Aerial Port Units must identify preparations and general actions necessary for deployments once approved by the DRB before departing home-station.

7.3.3. After the DRB meets, the AFRC/DON Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.3.4. Units scheduled for team training in AT status or other than participation in exercises will submit a training schedule using AFRC Form 14, *Aerial Port Team Deployment Personnel Data*. A cover memo must be prepared and attached containing request for base transportation support to cover team requirements (shift work, meals, etc.). Establish specific training objectives for all team members and send one copy to respective NAF/DON and HQ AFRC/DON.

7.3.5. AFRC aerial port units will submit the end-of-tour report according to AFRCI 24-101, 2.5.6.12 and Table 2.1 to NAF and AFRC/DON.

7.4. En Route Maintenance:

7.4.1. AFRC Functional OPR. OPR for en route maintenance deployments is HQ AFRC/ LGQM. Units must route all matters dealing with the exercise and deployment requests through the respective WG/CC, WG/XP office and NAF/LG before its submission to HQ AFRC/LGQM Functional.

7.4.2. After DRB meets, AFRC/LG Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.4.3. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.4.4. Scheduling. 4 AF/22 AF, in coordination with 15 AF/21 AF, accomplishes all planning and scheduling of Reserve personnel prior to the annual scheduling workshop. All participating representatives will formulate the fiscal year schedule at the annual scheduling and management workshop held each April. After the DRB meets, the AFRC/LGQM must notify the NAF and WG/XP office(s) of DRB results.

7.4.5. Funding. Reference Paragraph **4.2.** A coordinated memo must be submitted 45 days prior to deployment date to AFRC/LGQM with an info copy to the NAF/LG.

7.5. Civil Engineer (CE) Squadrons/Flights:

7.5.1. Unit deployment and exercise requests must be first routed through and coordinated with the WG/XP office and WG/CC.

7.5.2. All requirements and guidelines for AFRC civil engineering deployments are contained in AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program,* for Prime BEEF teams and AFI 10-209, *Rapid Engineer Deployment Heavy Operation Repair Squadron Engineer (RED HORSE) Program,* for RED HORSE teams. Refer to the latest revision of these controlling AFIs in addition to any released supplements.

7.6. Combat Logistics Support Squadron (CLSS):

7.6.1. AFRC Functional OPR. OPR for CLSS deployments is HQ AFRC/LGQM. Route all matters dealing with the exercise and deployment program through the respective WG/CC/XP and NAF before submission to HQ AFRC functional OPR.

7.6.2. After DRB meets, AFRC/LG Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.6.3. Scheduling. Submit annual schedule through the respective WG/XP and NAF with an information copy to HQ AFRC/LGQM using the format provided by HQ AFRC/LGQM. Verify all quarterly updates through the respective WG/XP and NAF at least 30 days before the quarterly DRB. The quarterly boards meet one fiscal quarter in advance of the deployment quarter. Any changes to the deployment schedule not meeting the DRB require an out-of-cycle request. These requests must be justified by the WG/CC and approved by the respective NAF/LGM in writing.

7.6.4. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.7. Communications and Information:

7.7.1. Planning. HQ AFRC/SC is the functional manager for all AFRC communications and information personnel deployments. HQ AFRC/SCFR is the OPR for monitoring all annual tour training and deployment activities for AFRC communications and information personnel and responsible for submitting all SC functional area deployment requests to the HQ AFRC DRB for approval and support.

7.7.1.1. In an effort to effectively plan and monitor deployment activities, SCFR has formed the *HQ AFRC/SC Deployment Working Group* (DWG) to be responsible for reviewing, scheduling, and reporting all annual tours, exercises, Air Expeditionary Force, and wartime deployments to HQ AFRC/SC and CV. SCFR will host a DWG meeting during the third quarter of each fiscal year to discuss and establish all AFRC deployment activities for the upcoming fiscal year.

7.7.1.2. Each RSG/SC consolidates and maintains copies of all respective communications and information organizational annual training plans and deployment plans. Each RSG/SC designates a representative to serve as a member of the DWG.

7.7.1.3. AFRC communications and information organizations are responsible for developing, planning, and reporting their training and deployment activities. Each organization is required to prepare and distribute an Annual Training Plan to their wing, NAF/RSG Functional, and HQ AFRC/SCFR NLT 31 March. In addition, units are required to develop and provide a training plan at least two months prior to any exercise or deployment activity in which they participate.

7.7.1.4. Unit deployment and exercise requests must be first routed through and coordinated with the WG/XP office and WG/CC.

7.7.2. After DRB meets, AFRC/SC Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forwards information to AFRC/DOOX and will notify NAF/RSG Functional and WG/XP office(s) of DRB results.

7.7.3. An after-action report is due to the NAF/RSG and AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.7.4. Mission Specific Guidance. Annual training requests are based on unit mission types. Consideration for requests not meeting these priorities for training will be considered on a case-by-case basis.

7.7.4.1. Combat Communications Squadrons (CBCS). Primary approval consideration is given to training deployments that benefit the unit's ability to deploy and operate within the networks or beddown locations of their assigned area of operation. Second priority is given to CONUS and OCONUS exercise support of AFRC flying units, regardless of location. Third priority is ORI support for AFRC flying units. Fourth priority is training with a CONUS or OCONUS active duty

Combat Communications unit. Fifth priority is home station training not in support of an AFRC flying unit.

7.7.4.2. AMC Mobility Initial Communications Kit-Support Element (MICK-SE). Primary approval consideration is given to MICK-SE augmentation package deployments that benefit the unit's ability to deploy and operate in support of gaining MAJCOM sponsored missions. Support includes exercises, ORIs, and any other deployment-type activities for which the active duty unit may be tasked, as well as, non-exercise type training with the active duty unit. Secondary consideration goes to supporting AFRC units requiring manpower augmentation. Third priority is ORI support for AFRC flying units. Fourth priority is home-station training not in support of an AFRC flying unit.

7.7.4.3. ACC Wing Initial Communications Package-Associate (WICP-A). WICP-A units are primarily responsible for providing wartime communications support at fixed base communications facilities from which ACC WICPs deploys. Primary approval consideration is given to WICP-A augmentation package deployments that benefit the unit's ability to operate in support of gaining MAJCOM sponsored missions. Support includes exercises, ORIs, and any other deployment-type activities for which the active duty unit may be tasked as well as non-exercise type training with the active duty unit. Secondary consideration goes to supporting AFRC units requiring manpower augmentation.

7.7.4.4. AFRC Base Communications Support Elements (BSE). BSEs are primarily responsible for providing wartime communications support at fixed base communications facilities on AFRC-hosted bases. Annual tour training should focus on home station training as the first priority. Second priority is given to augmenting other AFRC communications units. Third priority is given to training at a CONUS GMAJCOM location with a mission similar to the BSE's parent wing. Lowest priority is training at OCONUS locations.

7.7.4.5. First 400 Feet. These elements give highest priority to supporting their AFRC parent flying units. Support includes deployments and exercises, ORIs, and home station training. Secondary consideration goes to augmenting other AFRC communications units or flying wings. Third priority is training at a CONUS GMAJCOM location with a mission similar to the parent wing. Lowest priority is training at an OCONUS location not in support of an AFRC flying unit and training not applicable to unit mission.

7.7.4.6. Combat Camera (COMCAM). AFRC COMCAM UTCs have a theater-level, joint, wartime mission, with the additional responsibility to document AF and DoD involvement in operations other than war. Annual training should focus on individual UTC packages deployed to support warfighters with near real-time imagery. Primary approval consideration is given to operations providing operational imagery to theater-level and the National Command Authority. Secondary responsibility is to provide imagery to Public Affair offices and other customers (wings, units, etc.). COMCAM imagery typically becomes a significant historical record. AFRC COMCAM resources have no local or unit level mission, but can provide documentation support to deployed or exercising units/wings, providing skill level training to the COMCAM personnel. The goal should be to create visual records for decision making, promotional purposes, and historical records.

7.8. Medical/Aeromedical Units:

7.8.1. An acceptable annual tour site provides all requested/required training for each Air Force specialty code (AFSC) deploying. Unit mission, upgrade, AFSC, and Unit Type Code (UTC) sustainment training requirements establish training parameters. Unit commanders request CONUS annual tours only. Aeromedical unit commanders submit requests for Aeromedical Evacuation and nurse/technician ground coordination training through the OG/CC, WG/XP and WG/CC to the NAF/DOA. Final selections for annual tour sites are based on unit requirements, as well as, those provided by the supporting MAJCOM, Health Services Inspection (HSI) results, and Staff Assistance Visit (SAV) findings. All deployment requests must be coordinated and approved through WG/CC and forwarded by WG/XP office to NAF.

7.8.2. Medical units prepare and distribute training plans 90 days before tour start date to host Medical Treatment Facility (MTF) and Regional Support Group (RSG). Reference paragraph 5.8.6 for home station and/or incremental tours.

7.8.3. Medical readiness training requirements are authorized if units request it in the training plan and it is approved by the host medical treatment facility.

7.8.4. Unit's forward credentials of health care providers, as defined in AFI 44-119, *Clinical Performance Improvement*, to host facility no later than 60 days prior to start date. Units request host facility credentials committee special requirements.

7.8.5. Squadron medical element (SME) personnel assigned to the flying squadron must perform annual tour with the reserve medical unit unless a flying unit deployment requires SME support. This ensures maximum possible AFSC upgrade and sustainment training.

7.8.6. When planning home-station and/or incremental tours, a single training plan includes all increments. Prepare an addendum to the training plan for each increment; include tour dates, personnel roster, and training requirements. Increments of six persons or less performing annual tour at home station (at a collocated medical facility) may prepare a single after-action report to include all increments. Suspense for this single report is 30 days following the completion of the last increment.

7.8.7. Medical units deploying 20 or more personnel may send an advance cadre to the host medical treatment facility 45-60 days before the annual tour start date for planning purposes. Advance cadre identifies training and logistical support requirements. Send trip report to HQ AFRC/SGXO through the respective Regional Support Group/SG within 10 days following the visit. This report allows assistance in resolving identified problems.

7.8.8. Deployments to attend the annual Association of Military Surgeons of the U.S. (AMSUS) Conference require DRB approval for military airlift support. HQ AFRC will not provide funds for commercial travel reimbursement to attend this activity.

7.8.9. Aeromedical Evacuation (AE) personnel are required to attend the Aeromedical Evacuation Contingency Operations Training (AECOT) course at Sheppard AFB, TX, or other site approved by the unit Commander, every 4 training cycles IAW AFI 41-106, *Medical Readiness Planning and Training*. The training focus is primarily at the Unit Type Code (UTC) level to enable AE personnel to provide support to a theater Aeromedical Evacuation System (TAES). Annual tour status is one method for individuals to attend.

7.8.10. All AFRC medical units having a mobility tasking to support an Expeditionary Medical Support (EMEDS) capability, air Force Theater Hospital (AFTH) perform their annual tour (once every 4

training cycles) at the Medical Readiness Training Site, Sheppard AFB TX, or other training sites approved by HQ AFRC/SG (AFI 41-106, *Medical Readiness Planning and Training*). This training includes a variety of classes, hands-on training activities, and a Red Flag exercise.

7.8.10.1. Deployment must be 15 days in duration with a combined minimum deployment of 40 personnel and a maximum of 90 personnel to ensure adequate staffing of exercise activities.

7.8.10.2. Individual unit members wishing to attend this training with other than his or her own unit must coordinate with the designated lead unit and HQ AFRC/SGM.

7.8.10.3. All AFRC personnel assigned to Critical Care Air Transport Teams (CCATT), UTC FFCCT and FFCCE, are required to complete initial training at the CCATT Course, Brooks AFB, TX prior to being considered "trained" for deployment purposes.

7.8.11. A formal after action report is required for all medical service personnel attending annual tour. The after action report should include all problems or unusual situations that detract from an otherwise successful annual tour. The occurrences should be identified in writing and submitted with the after action report to HQ AFRC/SGM. After action reports are due to HQAFRC/SGM and AFRC/NAF/RSG no later than 30 days after return from deployment. (Reference Paragraph **4.8.8.**).

7.8.12. Formal after-action reports are required for annual training tours to active duty medical facilities. Problems or situations that detract from an otherwise successful annual tour should be identified, in writing, to your HQ AFRC/SGM. But, an after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.8.13. After DRB meets, the AFRC/SGXO will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.9. Logistics Support Flights (LSF):

7.9.1. AFRC Functional OPR. OPR for LSFs deployment is HQ AFRC/LGS. LSF deployments will support wartime training objectives and will be financially responsible. Route all matters dealing with the exercise and deployment program through the respective WG/CC/XP and NAF before submission to HQ AFRC functional OPR.

7.9.2. Scheduling. HQ AFRC/FMP schedules and coordinates annual tours for LSF comptroller reservists. Include HQ AFRC/CEXR in the coordination process for LSF disaster preparedness reservists. Transportation element deployments are managed by AFRC/LGTV and Fuels/Supply function deployments are the responsibility of AFRC/LGSPP.

7.9.3. Portions of LSFs may deploy for appropriate training, but must coordinate through WG/XP office, WG/CC (for approval), respective NAF, and HQ AFRC Office of Collateral Responsibility (OCR), that is, personnel, public affairs, comptroller, legal, contracting, chaplain, disaster preparedness, supply, and transportation.

7.9.4. After DRB meets, AFRC/LG Functionals will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.9.5. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.10. Services Support Prime RIBS Units:

7.10.1. HQ AFSVA/SVOMR consolidates all MAJCOM requests for training opportunities for Prime Readiness in Base Services (RIBS) and presents them at a joint HQ AFSVA/SVOMR and HQ AFRC/SVX workshop. Training opportunities are based on Air Reserve Component (ARC) training benefit and MAJCOM requirements. Subsequently, HQ AFRC/SVX produces a deployment schedule and distributes to HQ AFSVA and all MAJCOMS.

7.10.2. Prime RIBS teams will undergo periodic services field training at a HQ AFSVA approved training site as outlined in AFI 10-214, *Air Force Prime RIBS Program*.

7.10.2.1. Services field/fixed facility/port mortuary training is considered priority "A4" training.

7.10.2.2. Request transportation to priority "A4" training using AFRC owned transportation.

7.10.2.3. Deployment requests for units scheduled to attend services field training should include the estimated cost of SAAM or commercial transportation in the event AFRC owned airlift is not available.

7.10.2.4. To ensure an effective training program, each unit will submit in writing to the respective school site (951 RSPTS/SVXS, Dobbins ARB GA or Det 1 823 RHCES/SVX, Tyndall AFB FL), the name of each individual selected to fill each training allocation. The respective school will receive this information no later than 30 days before the school starts date. If names are not received, the allocations will be given to next unit on the waiting list. Send an information copy to HQ AFRC/SVX. If you did not notify Dobbins or Tyndall of any cancellations 30 days prior to your school date, your unit will receive a no-show memorandum. All no-shows at Dobbins or Tyndall require a written response from the unit commander through the respective wing commander to HQ AFRC/SVX explaining the reason for the no-show.

7.10.3. When Prime RIBS teams deploy away from home station, host bases will provide government-furnished lodging and subsistence. Contract quarters are acceptable, only if, the host covers the difference between on-base cost and the contract rate and must include the difference in per diem. Otherwise, the deployment will be canceled.

7.10.4. Unit deployment and exercise requests must be first routed through WG/CC for approval and forwarded by WG/XP office to NAF.

7.10.4.1. HQ AFRC/SVX submits requests for DRG/DRB approval for any deployment requiring airlift or transportation funding.

7.10.4.2. Units submit a funding request for commercial travel/transportation to HQ AFRC/SVX 30 days before the deployment.

7.10.5. Functional areas that require Prime RIBS personnel to support deployment taskings identify and request DRB/DRG approval through their functional HQ AFRC manager.

7.10.6. After DRB meets, AFRC/SVX Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.10.7. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.11. Airlift Control Flights (ALCF).

7.11.1. AFRC Functional OPR. OPR for ALCFs deployment is HQ AFRC/DOCR and NAF/DOTA. Route all matters dealing with the exercise and deployment program through the respective WG/CC/XP and NAF before submission to HQ AFRC functional OPR.

7.11.2. After DRB meets, AFRC/ALCF Functional will update the SMS database for unit approval/disapproval status, funding, etc. Once complete, forward information to AFRC/DOOX and notify NAF and WG/XP office(s) of DRB results.

7.11.3. An after-action report is due to the NAF/AFRC Functionals no later than 30 days after return from deployment (reference Paragraph **4.8.8.**).

7.12. Security Forces (SF).

7.12.1. AFRC Functional OPR. HQ AFRC/SF is the functional manager for all AFRC Security Forces deployments.

7.12.2. NAF/SF will provide suspense date to Security Forces Squadrons (SFS) for submission of Annual Tour requests. NAF/SF will consolidate requests and forward to HQ AFRC/SFX.

7.12.3. Annual tour requests must be approved by the Wing commander and include the estimated cost of commercial travel.

7.13. Comptroller Personnel.

7.13.1. Because of its technical and statutory nature, comptroller reservist training is conducted by GMAJCOM comptrollers at their selected locations, Top Dollar exercises and AFRC-sponsored training. However, comptroller reservists may deploy with their units if comptroller training is available at the deployment site and prearranged with the Accounting and Finance Office at the deployed location. All requests for deployment of comptroller Reserve personnel must be coordinated through the WG/CC for approval, forwarded by WG/XP to the NAF and approved by HQ AFRC/FMX.

7.14. Personnel Support for Contingency Operations (PERSCO) Team:

7.14.1. The AFRC functional OPR for PERSCO teams is the Personnel Contingency Management Branch (DPXX). PERSCO teams deploy for training according to AFI 10-215, *Personnel Support for Contingency Operations*, when tasked by the NAFs and wing commanders. Due to the inception of Expeditionary Aerospace Force (EAF), all EAF requirements will be met prior to any other annual tour request.

7.14.2. PERSCO teams must be manifested on the first chalk. If it's not feasible to place the entire team on the first chalk, place at least two members on the first chalk. It is of paramount importance that PERSCO teams are among the first to arrive at the deployed location. If they are among the first to arrive at the deployed location it makes their primary job of personnel accountability much easier. When a PERSCO team arrives after significant numbers of personnel are at the deployed location and working, it becomes next to impossible to obtain accurate strength accountability figures. All requests for PERSCO team augmentation must be coordinated through the WG/CC for approval, forwarded by WG/XP to the NAF and approved by HQ AFRC/DPXX.

7.14.3. PERSCO teams are responsible for training on the following, but not limited to these items: processing DPT (via secure data device (SDD), arrival and departure reports, duty status change mes-

sages (DSC), casualty reporting, Commander's Situation Report, PERSCO team status report, and various MANPER-B transactions. At the conclusion of the exercise/training deployments, PERSCO must submit an after-action report according to AFI 10-215, *Personnel Support for Contingency Operations, Attachment 7, figure 7.7*, and/or report as stated in Paragraph **4.8.8.** of this instruction.

JAMES E. SHERRARD III, Lt General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

CONUS (Continental United States)—The 49 states located on the continent of North America (includes District of Columbia).

DRB (Deployment Review Board)—Chaired by the AFRC Vice Commander and staff directors/heads of special staff agencies. The Office of Primary Responsibility (OPR) is the Director of Operations.

DRG (Deployment Review Group)—Chaired by the Director of Operations or his designee and consists of representatives from each HQ AFRC functional area with management oversight of AFRC unit deployments plus advisory members from HQ AFRC/DOOM and HQ AFRC/FMAR.

FUNCTIONAL AREA MANAGER (FAM)—HQ AFRC staff member assigned to the Deployment Review Group who serves as the advocate and coordinator for functional deployment requests.

OCONUS (Outside the Continental United States)—Outside the borders of the 48 States of North America and the District of Columbia (included as one state to total 49 states).

SMS (Single Mobility System)—Web-based database developed to manage the AFRC deployments, as well as, to provide visibility of AFRC airlift assets.

Terms

DEPLOYMENT—All activities of AFRC resources, both personnel and/or equipment where those resources are operating from or employed at other than home station.

EXERCISE—A military maneuver or simulated wartime operation involving planning, preparation and execution. It is carried out for the purpose of training, evaluating and improving the unit's mission proficiency or wartime capability. It may be a combined, unified, joint, or single unit exercise, depending on participating organizations.

Attachment 2

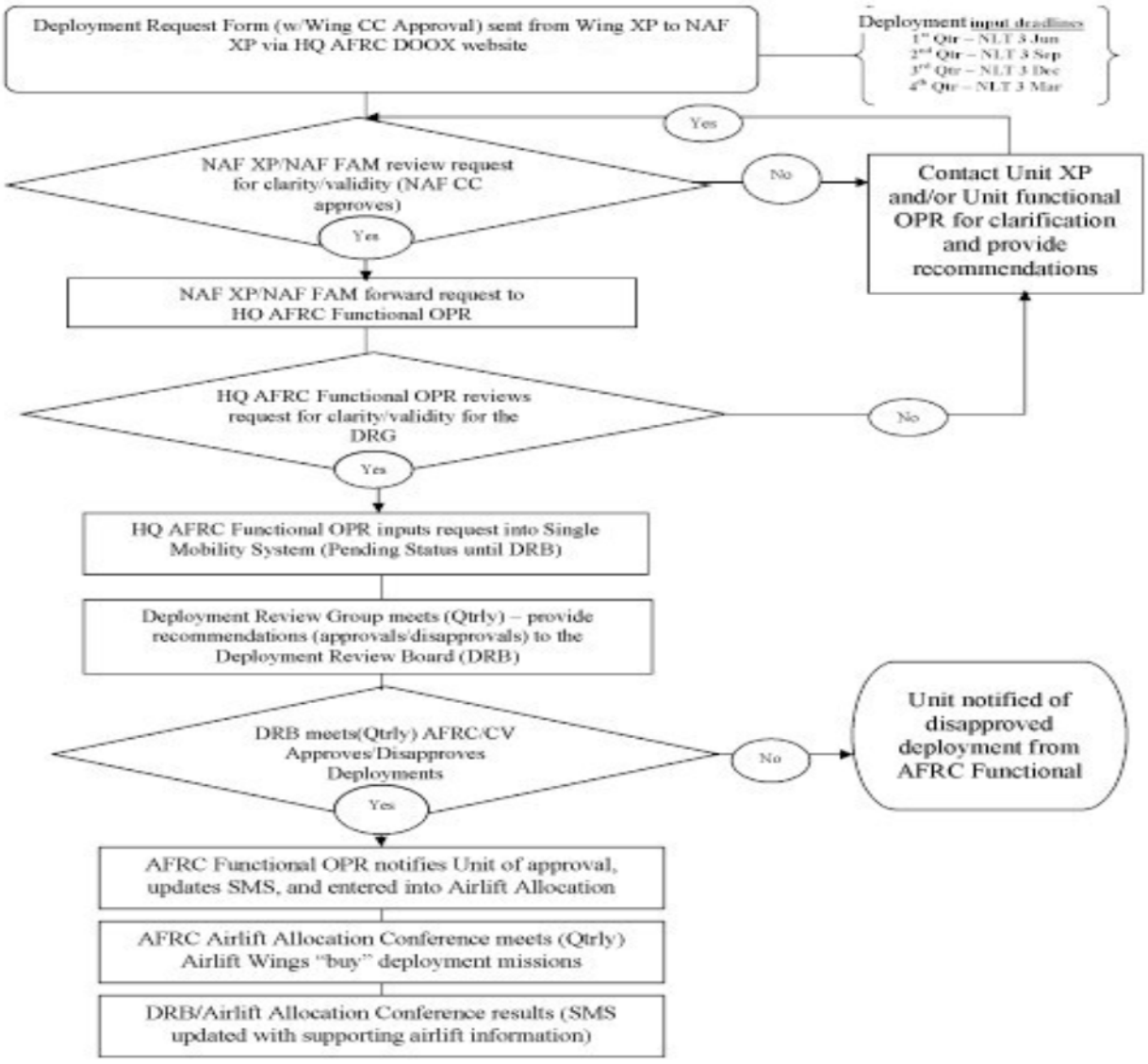
DEPLOYMENT REVIEW BOARD OFFICES OF PRIMARY RESPONSIBILITY

*********All areas have functional representation at the NAF except Services**********

Chairman-DRB	HQ AFRC/CV
Chairman-DRG/DRB Process Management	HQ AFRC/DO
Airlift Management – Organic	HQ AFRC/DOOM
Airlift Management – SAAM	HQ AFRC/LGT
Deployment Funding	HQ AFRC/FMAR
Aerial Port Deployments	HQ AFRC/DON
	4/10/22 AF/DON
Logistics Support-Transportation	HQ AFRC/LGT
En Route Maintenance	HQ AFRC/LGQM
Combat Logistics Support Squadrons	HQ AFRC/LGQM
Logistics Support	HQ AFRC/LGS
Civil Engineering-Prime BEEF/RED HORSE	HQ AFRC/CEX
Flying Units	HQ AFRC/DOOX
	4/10/22 AF/XP
Communications	HQ AFRC/SCFR
Medical	HQ AFRC/SGXO
Aeromedical	HQ AFRC/SGXO
	4/10/22 AF/DOA
Security Forces	HQ AFRC/SF
Services	HQ AFRC/SVX
Airlift Control Flight	HQ AFRC/DOCR

Attachment 3

DEPLOYMENT REQUEST FLOWCHART



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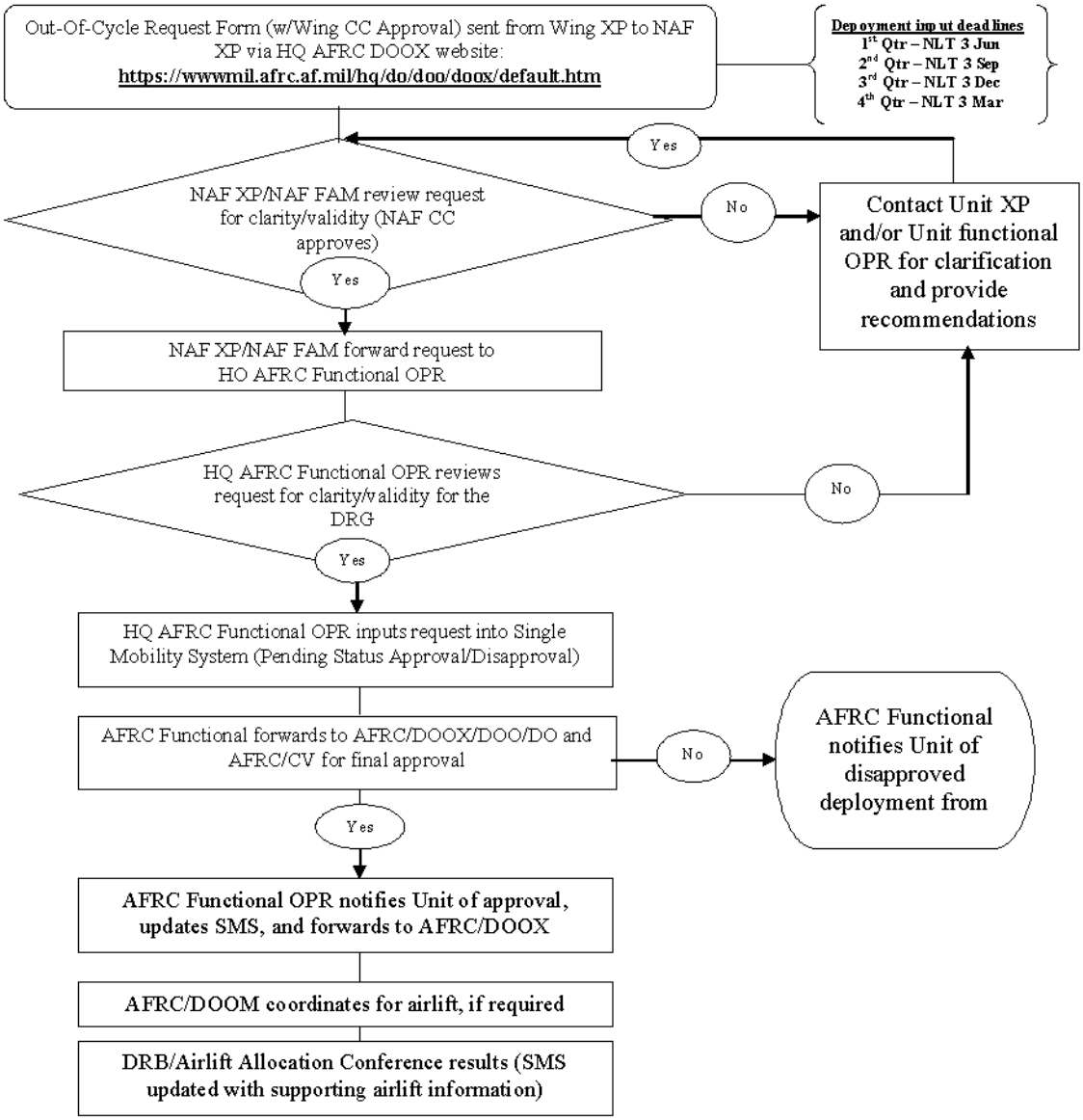
OUT-OF-CYCLE REQUEST FLOWCHART